

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1683 **TITLE:** PRODUCTION CONTROL SPECIALIST II **GRADE:** S-16

DEFINITION:

Under general supervision, exercises independent judgment and initiative in the design, preparation, and troubleshooting of computer processing production jobs for all County agencies; ensures that jobs are scheduled and run properly; audits output for accuracy; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Production Control Specialist III by its primary responsibility for scheduling production runs. The III level is primarily responsible for the tape management system.

ILLUSTRATIVE DUTIES:

Prepares Job Control Language (JCL) for scheduled production runs;
Uses CA7, automated scheduling system, to verify the job orders and to prepare the production schedules;
Adds special requests to various job streams;
Forecasts from the automated scheduler, the base schedule for the night;
Uses automated functions to verify the exact order the jobs will be submitted to the system;
Monitors completed schedule from previous nights processing to ensure that automated schedule was completed;
Audits output of production jobs to verify that they are complete and accurate;
Tracks execution and output steps of job processing via computer terminal;
Maintains operations documentation on all applications systems (e.g., ISIS, PRISM, DBMS) which support County functions;
Updates documentation manuals with new procedures and modifications to existing procedures;
Interacts with applications programmers to resolve daily problems and advise them of incorrect processing;
Verifies that all delivered fiche are forwarded to the documented locations;
Safeguards the security of the Data Center;
Assists the Production Control Specialist III with the monthly inventory of local and off-site tapes;
Provides back-up to positions at both the Production Control Specialist I and III levels.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Job Control Language;
Knowledge of production control procedures to ensure work is performed in proper sequence;
Ability to effectively use an automated production scheduling product;
Ability to accurately perform detailed tasks;
Ability to adjust and adapt to changing work processes.

EMPLOYMENT STANDARDS:

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Any combination of education, experience, and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education; PLUS
One year of relevant computer system experience and one year of general computer experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: September 19, 1997
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